

Author's Name: _____

Editor's Name: _____

E111 Final Paper Editing Checklist

Mechanics

- 1) The first word in every sentence is capitalized.
DO: Circle the first word of every sentence
- 2) All proper nouns (such as names of people, the book title, movies) are capitalized.
DO: Underline the capital letter in each proper noun
- 3) Each sentence I wrote ends with a period, a question mark, or an exclamation point.
DO: Circle the punctuation that ends each sentence.
- 4) Punctuation is used correctly (commas, apostrophes, quotes, etc.).
DO: Mark any punctuation you think is incorrect
- 5) The words are all spelled correctly. (Check carefully for commonly confused words like they're, their, there; its, it's; etc.)
DO: Mark any usage you question
- 6) The beginning of each new paragraph is indented.
DO: Highlight the indentation at the beginning of each paragraph
- 7) First or second person (I, you, me, ours, we) is not used **unless** it was in a direct quote from the novel

DO: Read through the entire paper and highlight the words "I, We, you, us, they, our, etc" IF any of those words are within a quote from the novel, leave them. IF NOT, delete them and correct the sentence.

Grammar

- 1) Each of the sentences is a complete thought with a subject and a verb. There are no sentence fragments in my work.
DO: In RED ink, underline the simple subject ONCE and the simple predicate (verb) twice in each sentence.
- 2) There are no run-on sentences that are incorrectly joined by commas.
- 3) Subjects and verbs agree in number (singular subject, singular verb; plural subject, plural verb).
- 4) Pronouns (he, she, it, they) clearly refer to someone or something. Draw an arrow to what they refer to.
- 5) Uses verb tenses consistently unless a change is required (past, present, future). The paper itself should be written in the PRESENT TENSE. (All papers about literature are written in present tense-- even though the book was already written, the characters exist in the present)